



State of Louisiana

Department of Health and Hospitals
Office of Public Health
Bureau of Emergency Medical Services

OFFICIAL MEMORANDUM

TO: EMS STUDENTS
FROM: DONNIE R WOODYARD JR., DIRECTOR
SUBJECT: AFFIRMATIVE CRIMINAL BACKGROUND AFFIDAVIT
DATE: FEBRUARY 12, 2014
CC: EMS INSTRUCTORS

Thank you for your interest in Emergency Medical Services as a Louisiana EMS professional, and for completing the criminal background affidavit with honesty. I am obligated to inform you that the Bureau of EMS will review your criminal history and may forward your request for licensure as an EMS professional to the Emergency Medical Services Certification Commission (EMSCC). Until your situation and background is reviewed, you may not be eligible to obtain an EMS license in Louisiana. Furthermore, the EMSCC may determine you are not eligible to obtain a license as an EMS professional. You may continue with enrollment in the course with the understanding that you must comply with the attached, failure to do so will result in a delay or ineligibility for testing and Licensure in the State of Louisiana.

If you have any questions, please feel free to contact the Stephen Phillipe, the Deputy Director and Chief Investigator for the Bureau of EMS at (225) 925-1904 or Stephen.Phillipe@la.gov.

Please mail the required documentation to:
Louisiana Bureau of Emergency Medical Services
Attention: EMSCC Investigator
7173 Florida Blvd. Suite A
Baton Rouge, LA 70806



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Memorandum of Understanding

Affirmative Criminal Background Affidavit Guidelines

INSTRUCTOR RESPONSIBILITY:

- Upon receipt of the student's Affirmative Background Affidavit, the instructor must have the student sign this Memorandum of Understanding. A copy is to be placed in the student's folder and the MOU with original signatures is to be submitted with the Student Application to the Bureau of EMS.
- The student's status on final roster will be noted as "warning" or "student withdrawal" until the student is "cleared", in writing, by the Bureau of EMS.
- It is the discretion of the Program Director and Course Instructor if the student will be allowed to continue in the EMS education program.

STUDENT RESPONSIBILITY:

It is the responsibility of the student to collect and submit the following documentation to the Bureau of EMS within ten days of enrollment in an EMS course:

- A **certified copy** of the Court Minutes related to your case
- A copy of the court's Bill of Information for conviction(s)
- Verification of any First Offense Pardon, Expungement (if applicable), or the disposition of charges (written proof of satisfactory completion of probation, dismissal of charges, or the completion of the sentence such as counseling or substance abuse program)
- A **typed** personal statement, in your own words, describing the background information, the charge(s) and subsequent actions.
 - The personal statement should include your name and SSN, be addressed to the Louisiana EMS Certification Commission, and must include *your original signature* and date
- You may not take the written or practical exams until you receive a letter of clearance from the Bureau of EMS

After receiving all of the required information, the Bureau of EMS will conduct a background investigation. During the process, the Bureau may conduct interviews or request additional information. If the case is forwarded to the EMSCC, the student may be asked to testify before the EMSCC at a hearing.

I have received and reviewed the above guidelines and understand that although I may continue with my enrollment in the course, it is with the understanding that I will not be allowed direct patient contact (clinical/field internship, etc.); I cannot take the NREMT exam or apply for licensure until I am cleared, in writing, by the Bureau of EMS.

Student Signature Date

Instructor Signature Date

Printed Name SSN

Course Number

All materials received in connection with this complaint/report will become property of the Bureau of EMS, EMS Certification Commission and cannot be returned. Please return this complaint/report to: